

Adult Placement and Retention RFP

Questions and Answers

QUESTIONS	ANSWERS
<ol style="list-style-type: none"> 1. We are located just outside of North Minneapolis and serve many adults from North Minneapolis, but we do not have a North Minneapolis zip code. Does that mean we aren't eligible to apply? 2. Can you please clarify the statement "must provide services in a North Minneapolis location – zip codes 55405, 55411, or 55412". Does this mean that eligible clients must live in these zip codes – or does it mean that employment services must be provided in these zip codes? 3. If my agency applies for this funding under the category "must provide services in a North Minneapolis location (55405, 55411, 55412)" is it allowable for us to provide services in two locations (for example: one location in Northeast Minneapolis and one location in North Minneapolis zip code 55412). 	<p>Agencies responding to this RFP: must provide services either in a North Minneapolis location (service location in zip code 55405, 55411, or 55412) and/or must provide outreach, recruitment, and services to the Hispanic/Latino community. The location/zip code requirement for applying to this RFP means that your agency must have a physical location where services are/can be provided in one of the mentioned zip codes (55405, 55411, or 55412). Services may be provided at other locations as well, but at least one location must be within these areas.</p>
<p>I also would like more information about how you calculate the first performance standard, 70% of exited participants must be placed in unsubsidized employment. Typically, pay-for-performance contracts don't collect data other than the specific outcomes (placement and retention); what data will you be collecting to track this measure?</p>	<p>Agencies contracted to provide services enter program participant data into a management information system. The Adult Placement and Retention program then evaluates a percentage of performance by looking at the number of participants who have exited the program and how many of these individuals were placed in unsubsidized employment (UE). The number exited as UE placements must be 70% of the overall exited participants. For example, if 10 people exit the program, 7 (or 70%) of them must exit the program as UE placements for the agency to meet the minimum acceptable performance standards. Verification of employment is to be documented in the client's file and is subject to monitoring. (See next question for description of documentation requirements).</p>
<p>What are the tracking requirements (verifications) for the various quarterly retention benchmarks? (Verification examples: pay stub; employer letter of verifications, etc.)</p>	<p>Placements and retentions must be verified. Several options include by: 1) obtaining a copy of a pay stub from the client showing earnings in the relevant time period, or 2) contacting the employer who must produce a written affidavit, timesheet printout, or telephone conversation indicating that the individual was employed during the relevant time period, or 3) obtaining verification by contacting an income verification website (i.e., www.theworknumber.com). All types of verification are subject to monitoring.</p>
<p>Will this program be using the Workforce One system to report outcomes?</p>	<p>Yes</p>
<p>To be eligible for enrollment, are individuals required to have a GED or H.S. Diploma?</p>	<p>No</p>
<p>To be eligible for enrollment, are enrolled individuals required to have registered for selective service?</p>	<p>Selective Service registration as a requirement for program participation is contingent on the rules of the funding source. The funding source(s) for the Adult Placement and Retention program can vary from year to year. Minneapolis Employment and Training</p>

	strongly encourages service providers to ensure that participants are in compliance with the rules of Selective Service, including assisting those who are eligible with registering.
To be eligible for enrollment, can individuals currently be receiving MFIP or SSI benefits?	If an individual is receiving MFIP benefits they cannot be enrolled in the Adult Placement and Retention program. If they are receiving SSI benefits, they can be enrolled.
What is the definition of a job placement (for example – minimum of \$8.00 hourly wage and 20 hours per week)?	Currently a job placement is a minimum of \$7.25 per hour at a minimum of 20 hours per week. This is currently under discussion and is subject to change.
Scenario - If a client is placed and lost their job in [Quarter 1], then is placed in a new job during [Quarter 3] and maintains job for one year. How much funding reimbursement would the agency receive for job placement and job retention outcomes?	In this particular scenario, the agency would be able to invoice for the placement, Quarter 1 retention (assuming the individual lost her/his job <u>during</u> quarter 1), Quarter 3 retention, and (if at or any time after placement the participant earned \$12 or more per hour) the wage bonus. Under the current pay schedule (see page 3 of the RFP) the total possible amount that could be earned by the agency would be \$2,800.
The RFP states “Continuation of funding to first-year employment service providers is based on meeting placement and retention goals”. What are the first year performance outcomes (number of clients enrolled, number of job placements) required to receive the full \$50,000 in funding?	The performance goals will include a combination of placements and retentions in order to earn the full \$50,000 in funding. Minneapolis Employment and Training will negotiate placement and retention goals with agencies selected via this RFP process prior to the contract start date of 7/1/14.
Will METP provide additional funds to pay for client support services such as bus cards or interview clothing?	Although there is no requirement or guarantee that support service funding be provided, the Minneapolis Employment and Training Adult Placement and Retention program has historically provided funding to reimburse agencies for support services. At this time there is no plan to change this practice.
If our agency currently has a RENEW contract through METP, do we qualify to apply for this funding?	RENEW Minneapolis and the Adult Placement and Retention program are two different programs. Having a RENEW Minneapolis contract does not disqualify an agency from responding to this RFP.
In reviewing page 6, Technical Proposal Content, we have a question about 2G. It asks for us to describe planned follow-up activities for individuals who do not enter employment. Can you please provide further clarification on what you mean here? Are you asking for activities after an initial placement or for activities at initial placement?	Question 2G is asking for a description of what additional services and/or resources would be available at your agency to serve those clients who may not be placed in unsubsidized employment through this contract. The question is asking for a description of what other services your organization can provide that may be able to assist these individuals.
Is the reimbursement to the provider, as outlined in the performance-based contracting reimbursement section that draws from the \$50,000 maximum allotment, the only funding available to the provider?	Yes

<p>Are there any additional funds available in relation to the RFP provider's work in 'managing' the person's associated training journey?</p>	<p>No, the funds referenced in this Adult Placement and Retention program RFP are the only funds that will be made available to the providers. If training funds were made available for clients in the Adult Placement and Retention program, they would be paid directly to a training institution, not to the employment service provider.</p>
<p>What are some examples of post first year funding in perspective to the statement: "After the first year, funding is based on performance results that are reflected in quarterly grades"? Do the existing performance based compensations remain the same/decrease/increase etc... for the "A, B, C" performance grades?</p>	<p>Currently funding allocations range from approximately \$100,000 to \$200,000. Each year, allocations are contingent on the availability of funds and contracts are awarded based on previous successful performance.</p>
<p>(The following questions refer to RENEW Minneapolis...)</p> <ul style="list-style-type: none"> • After the final selection of the "up to three" employment services eligible for this RFP, what will be the total number of employment services providers eligible to access RENEW funding? • What are the workforce employment areas that the RENEW program would like to focus its current and future training efforts. (Residential/Commercial Construction, Manufacturing, Welding, Business offices, Nursing/Health related services, etc...) • What are the Minneapolis communities (and other indefinable groups) that the RENEW program would like to focus its current and future service providing efforts to (geographic areas, ethnics/minority groups, age, etc.). 	<p>RENEW Minneapolis is a separate program from the Adult Placement and Retention program and therefore not covered by this RFP process. For more information on RENEW Minneapolis, please visit: http://www.minneapolismn.gov/cped/metp/WCMS1P-115376.</p>